



**Welcome to  
the  
2D Sig.BDE  
Censet**

# The Student Guide

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- ◆ **The Student Guide that has been provided will be used during multiple course offerings.**
- ◆ **Subsequently, Please Do Not write notes or mark up the guide.**

# Course Agenda

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- ◆ **The Censemeter Users course is divided into the two topics**
  - **Censemeter Overview**
  - **Feature Function and Operation**

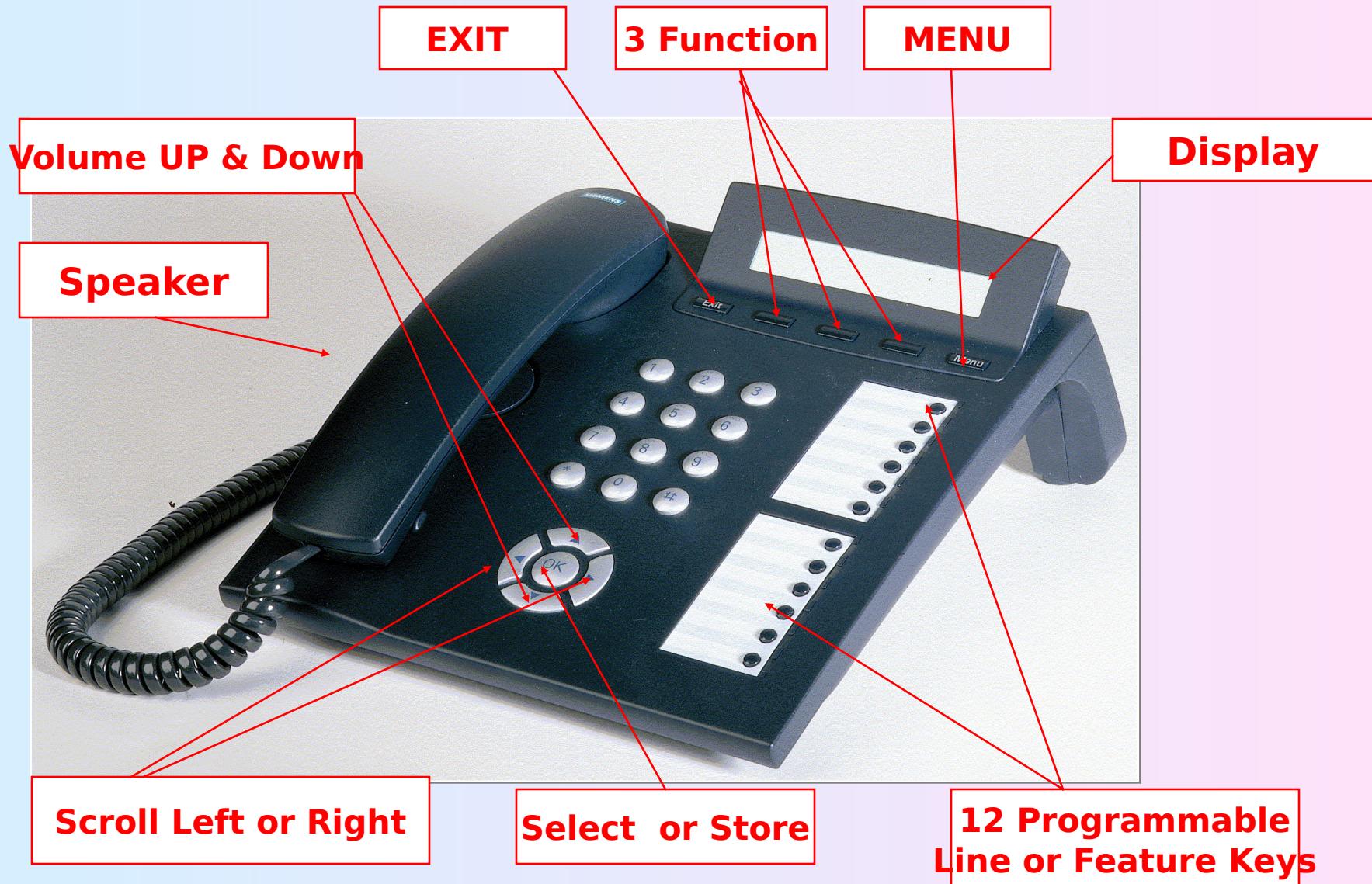
# Moving the Censem

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If you move the Censem  
to another line the  
Phone **will not work**

This function is reserved  
for technicians

# Siemens Censet



# Basic Censet with Key Expansion Units

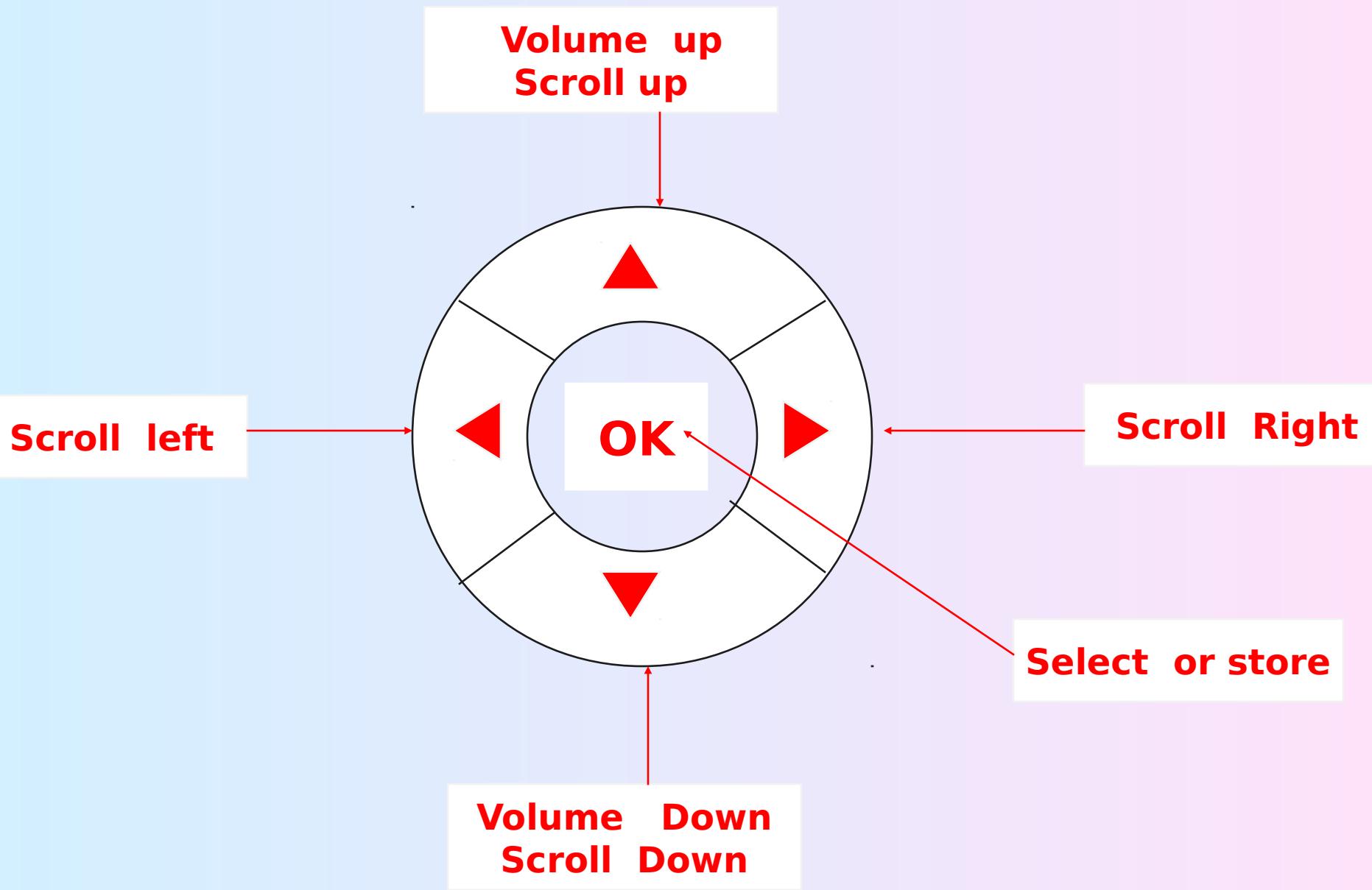
Basic Censet

Key Expansion Unit 1 to (Most users will have one expansion unit)

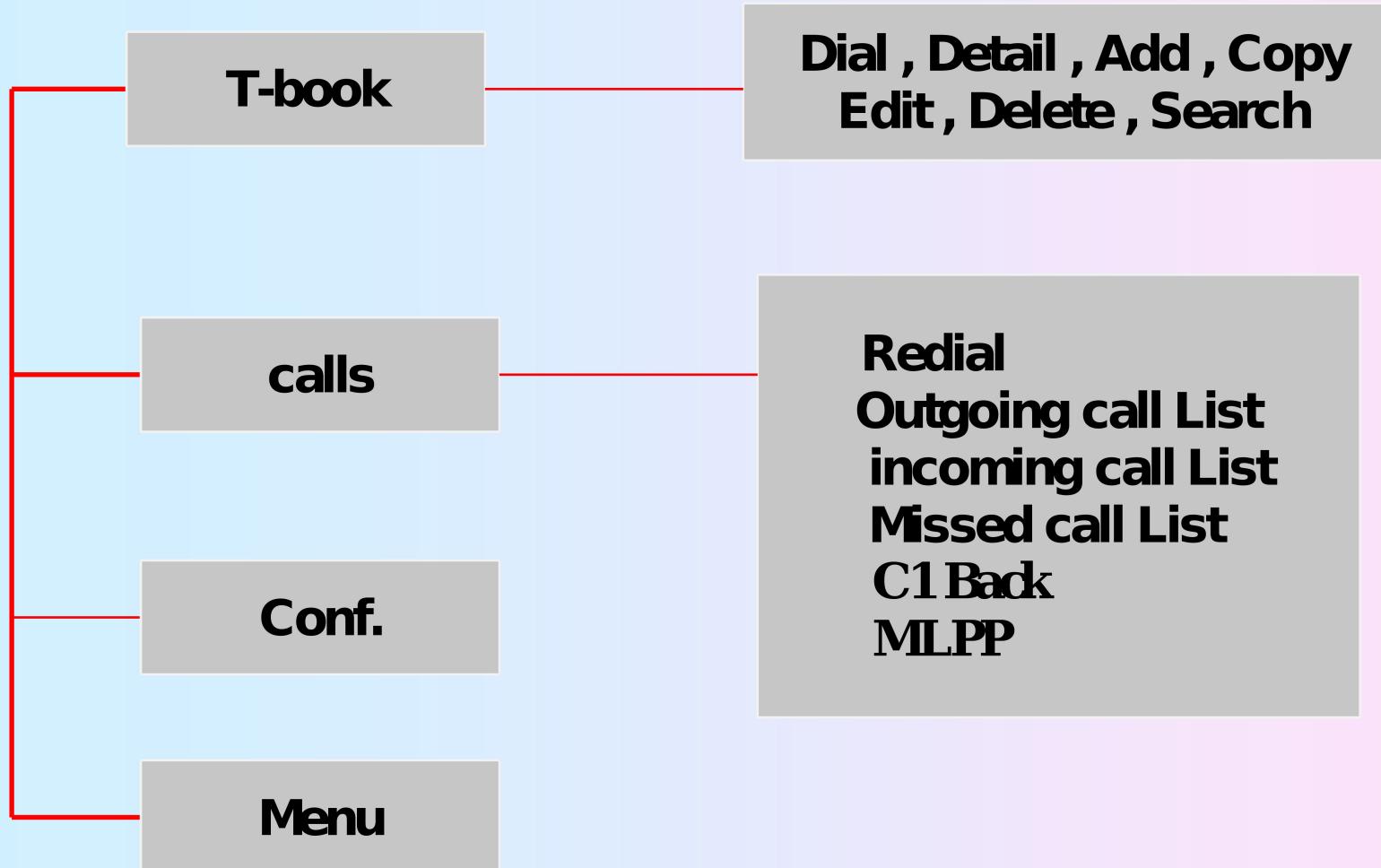


1 Expansion Unit provides 24 additional

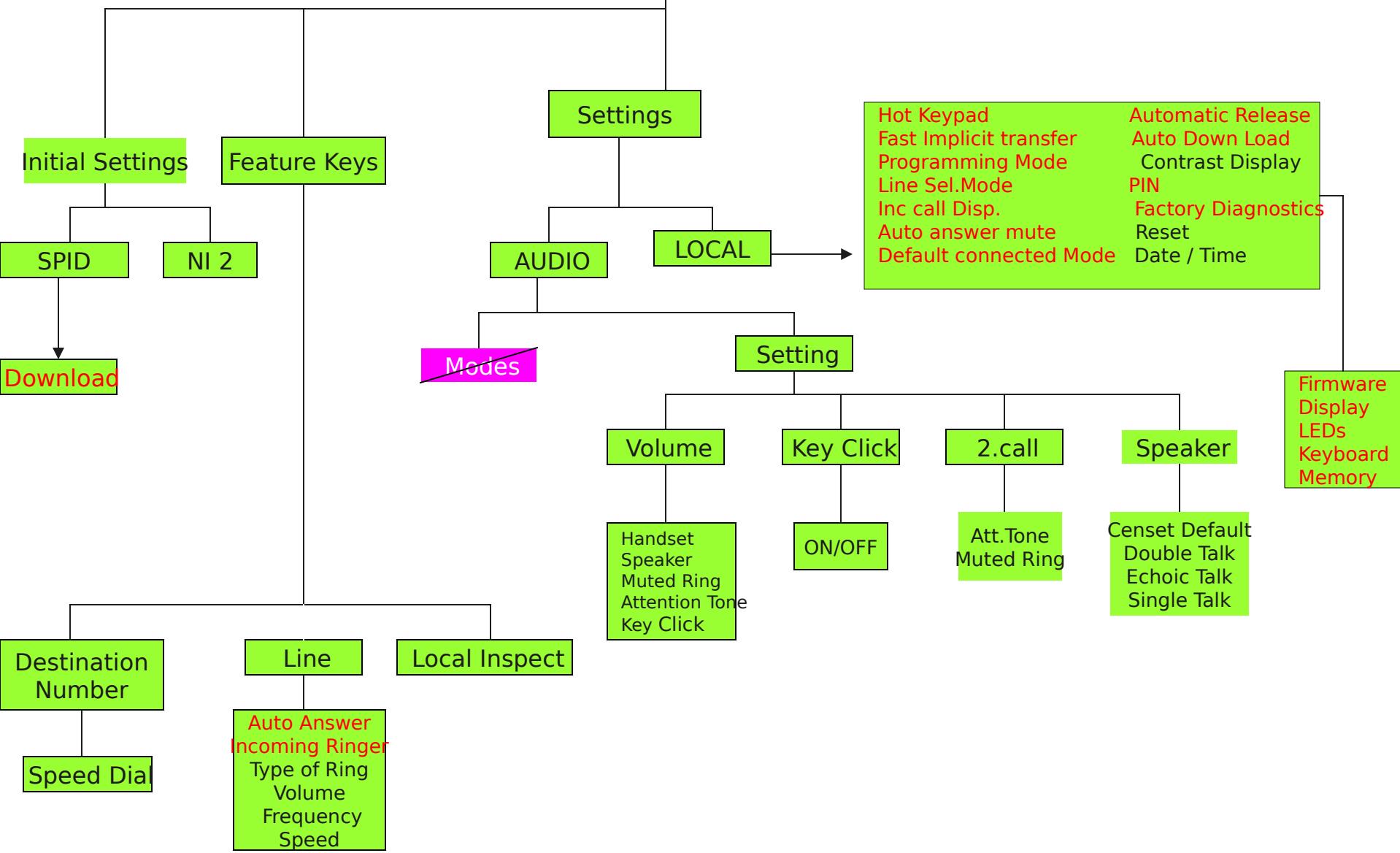
# The Multi - Function Key



# Menu Tree



Not used

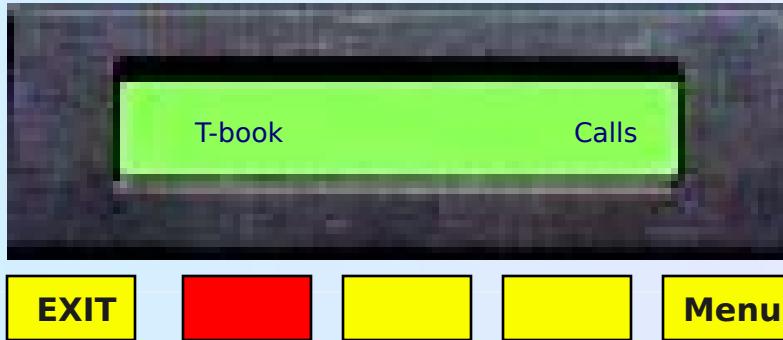


# Telephone book options



- ◆ “Dial” Key to **Dial selected Phone number**
- ◆ “Detail” Key to **Display the INFO on a Phone number**
- ◆ “Add” Key to **add a new entry**
- ◆ “Copy” Key to **copy a entry**
- ◆ “Edit” Key to **change or add new Info to a entry**
- ◆ “Delete” Key to **Delete a entry**
- ◆ “Search” Key to **Searching for a name by Phone #**

# Telephone book



- ◆ **Add a new entry**
- ◆ **Press the “T-book” Key**
- ◆ **Press the “Add” Key**
- ◆ **Enter the Name ( use the dial pad )**
- ◆ **Press the “OK” Key**
- ◆ **Enter the Phone Number**
- ◆ **Press the “OK” Key**
- ◆ **Enter Text ( Unit or Address )**
- ◆ **Press the “OK” Key for complete and save the entry**

# Telephone book

- ◆ **Searching for an entry by name**
  - ◆ Press the "T-book" Key
  - ◆ Enter the name or letters
  - ◆ Press the "OK" Key
- ◆ **Searching for an entry by Phone number**
  - ◆ Press the "T-book" Key
  - ◆ Scroll right to see search
  - ◆ Press the "Search" Key
  - ◆ Enter the Phone number
  - ◆ Press the "OK" Key

# Telephone book

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- ◆ Placing calls from the T-book
- ◆ Press the “T-book” Key
- ◆ Select a Phone number by using “search” or
  - ◆ “up” and “down” Key
- ◆ Press the “Dial” Key



# Change Contrast on Display

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- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Local Key**
- ◆ **Scroll down to “Contrast of Display”** **Press OK**
- ◆ **Scroll left or right for change Contrast** **Press OK**
- ◆ **Press the Menu Key twice**

# Reset the Phone or Phonebook

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- ◆ Press the Menu Key
- ◆ Press the Setting Key
- ◆ Press the Local Key
- ◆ Scroll down to “Reset”  
OK
- ◆ To reset the Phone  
OK
- ◆ Scroll to “Reset Phonebook”
- ◆ TO reset the Phonebook  
OK
- ◆ Press “Yes” or “No”
- ◆ Press the Menu Key twice

Press

Press

Press

# Change Date and Time

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- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Local Key**
- ◆ **Scroll down to Date/Time** Press  
OK
- ◆ **Enter Date: MM DD YY and Time HH:MM** Press  
OK
- ◆ **Press the Menu Key twice**

# User Controlled Audio Settings

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- ◆ **User controlled Audio Settings**
  - Speaker Volume
  - Handset Volume
- ◆ **Adjust the volume with**
  - ◆ **or - keys**

# User Controlled Audio ~~Settings~~

- ◆ **Adjust the Volume ( Handset, Speaker, Muted Ring, Attention Tone, Key Click )**
- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Audio Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Volume Key**
- ◆ **Press the Volume Key**
- ◆ **Scroll to the Required Choice**  
- ◆ **Press OK**
- ◆ **Adjust the volume with the  or  Keys**
- ◆ **Press OK to maintain the setting**
- ◆ **Press the Menu Key twice**

# Turn Key Click on or off

- ◆ Press the Menu Key
- ◆ Press the Setting Key
- ◆ Press the Audio Key
- ◆ Press the Setting Key
- ◆ Press the KeyCLK Key
- ◆ Press the Disabled / Enabled Key

OK

Press

- ◆ Press the Menu Key twice

## 2.Call change Muted ring to Attention Tone

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- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Audio Key**
- ◆ **Press the Setting Key**
- ◆ **Press the 2.call Key**
- ◆ **Scroll to Attent. Tone or Muted Ring**  
**Press OK**
  
- ◆ **Press the Menu Key twice**

# Change the Speaker Setup

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- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Audio Key**
- ◆ **Press the Setting Key**
- ◆ **Scroll right and press Speaker Key**
- ◆ **Scroll to the Selected Choice** **Press OK**
  
- ◆ **Press the Menu Key twice**

# Program Speed Dial Key

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- ◆ Press the Menu Key !
- ◆ Press the F-Key (see Destination Number)
- ◆ Press a free Function Key (see Speed Dial)
- ◆ Press OK
- ◆ Enter the Phone # ( XXX-XXXX )
- ◆ Press OK
- ◆ Press the Menu Key twice

# Change the Ringer Settings

- ◆ **Adjust the Type ,Volume, Frequency or Speed of Ringer** Press OK
- ◆ **Press the Menu Key** Press
- ◆ **Press the F-Key** Press
- ◆ **Scroll to Line Key** Press
- ◆ **Press Line Key # 1 or #2** OK
- ◆ **See: the select Phone #** Press
- ◆ **OK** Press
- ◆ **See: Enter local Pin** Press
- ◆ **OK** Press
- ◆ **See: Auto Answer Disabled** Press OK
- ◆ **See: Incoming ringer Enabled** Press OK
- ◆ **See: Type of Ring Tone / Melody** Press OK
- ◆ **Adjust the volume with the** or Keys
- ◆ **Adjust the Frequency with the** or Keys
- ◆ **Adjust the Speed use with** or Keys
- ◆ **Press the Menu Key twice** Press OK

# Change the Ringer from Tone to Melody

- ◆ Press the Menu Key
- ◆ Press the F-Key
- ◆ Scroll to Line Key
- ◆ Press Line Key # 1 or #2
- ◆ See: the select Phone #
- ◆ See: Enter local Pin
- ◆ See: Auto Answer Disabled
- ◆ See: Incoming ringer Enabled
- ◆ See: Type of Ring Tone, Press the Tone Key
- ◆ Adjust the volume with the  or  Keys
- ◆ Adjust the Frequency with the  or  Keys
- ◆ Adjust the Speed use the  or  Keys
- ◆ Press the Menu Key twice  

# Review of all Phone Keys

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- ◆ **Press the Menu Key**
- ◆ **Press the F-Key**
- ◆ **Scroll to Local Inspect** **Press OK**
- ◆ **Ensure Inspection is "on "**
- ◆ **Press all Keys you will see all "Key functions"**
- ◆ **Press the Menu Key twice**

# Mute

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- ◆ **To activate Mute**
- ◆ **Press the " Mute" feature Key or  
press the "OK" Key**
- ◆ **to deactivate Mute**
- ◆ **Press the "Mute" feature Key again or  
press the "OK" Key again**

# Making or Answering a Call

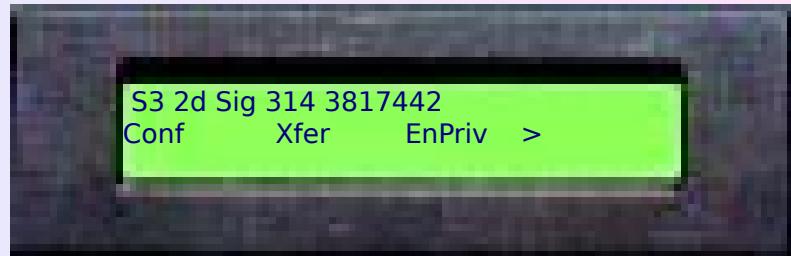
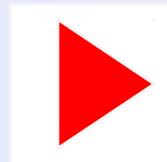
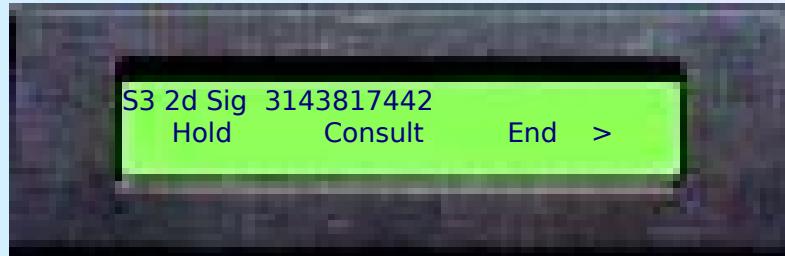
- ◆ **Answering a call**
  - Lift handset
  - Lift handset and select the line key
  - Press speaker key
  - Press incoming line key
  - Press the Accept key
- ◆ **Making a call**
  - ✓ Lift the handset & dial
  - ✓ Press speaker key & dial
  - ✓ Press idle line key & dial
  - ✓ Dial desired number &
    - ✓ Lift handset or
    - ✓ Press speaker key or
    - ✓ Press idle line key or
    - ✓ Press dial key

# Last Number Redial

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- ◆ Your phone will always maintain the last number dialed .
- ◆ To use the Feature
- ◆ Press the calls Key
- ◆ Press the Redial key

# While on a call



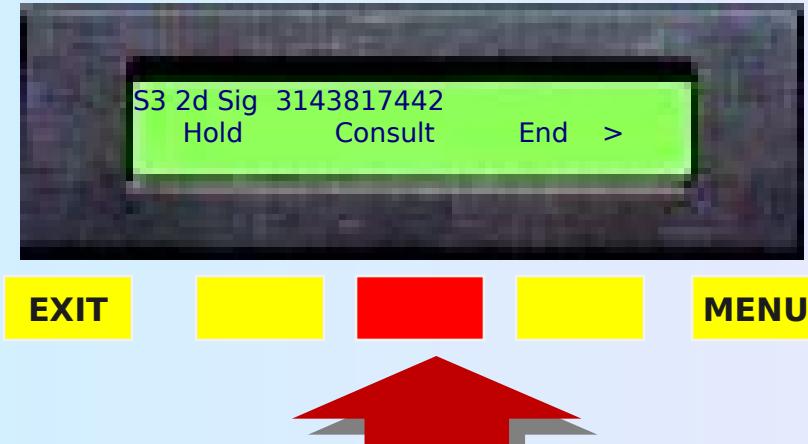
EXIT



MENU



# Consultation call



◆ Press the “Consult”  
Key

◆ Dial the Phone #  
to End the Consultation

◆ Press the “End “ and  
the  
“Retrv” Key

◆ You will be  
reconnected

# Privacy

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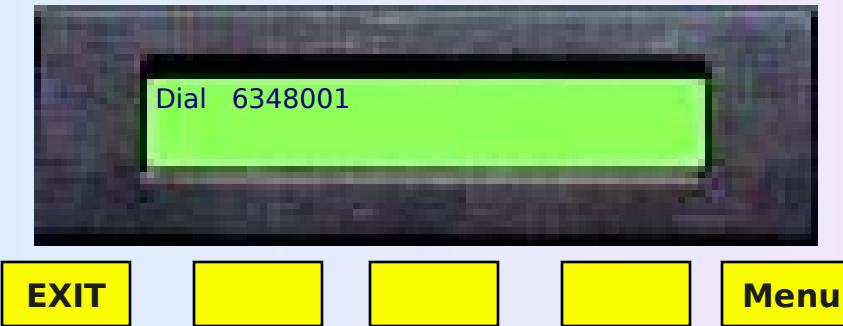
- ◆ Allows a call to be private when the DN is shared by more than one user
- ◆ Privacy is assigned to the Function keys
- ◆ Privacy can be activated or deactivated
- ◆ Activate Privacy : Scroll right to see EnPriv
- ◆ Press the “ EnPriv “ Key
- ◆ Disable Privacy : Scroll right to see DisPriv
- ◆ Press the “ DisPriv “ Key
  - Privacy must be “OFF” to:
  - Allow another user to pick up the same line on another phone

# Call Transfer



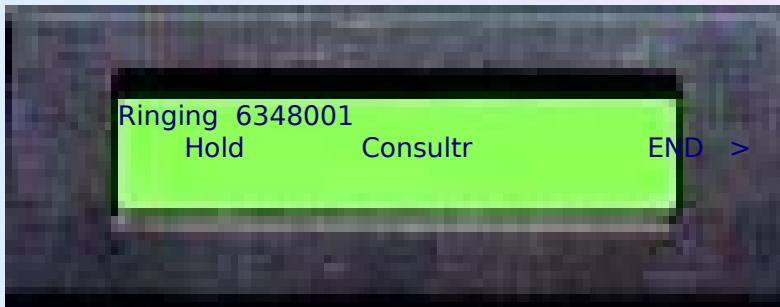
- ◆ **Press “Transfer” key**  
**Auto holds first call**  
**Censem will select free**  
**Line or**
- ◆ **Scroll right to see Xfer**
- ◆ **Press the Xfer Key**

# Call Transfer



- ◆ **Receive “ Dial “  
in the Display**
- ◆ **Dial desired Number**

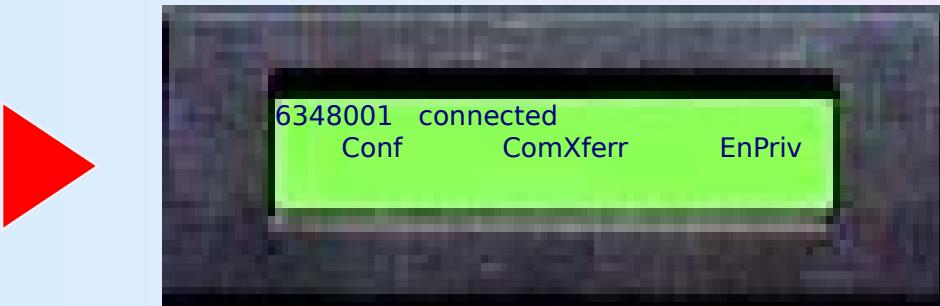
# Call Transfer



EXIT                        Menu

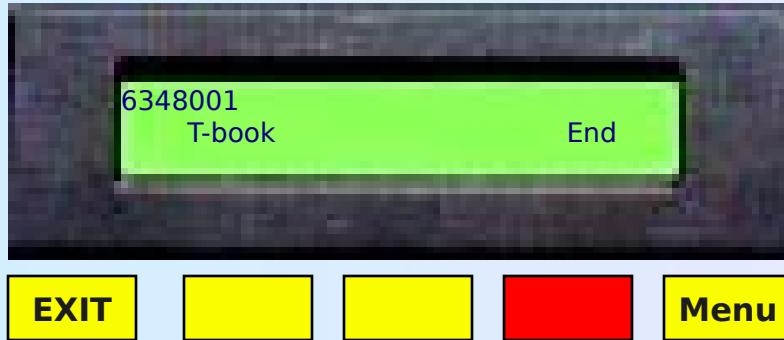
- ◆ **Receive “Ringing “ and the Phone # in Display**

# Call Transfer



- ◆ **After answered announce the Transfer - then**
  - ◆ **Complete the transfer**
  - ◆ **Replace the Handset or**
  - ◆ **press the “ Transfer “ Key again or**
  - ◆ **Scroll right and press the “ComXfer “ Key**

# Backing Out of Transfer



- ◆ Press the “ End “ Key
- ◆ Press the “ Retrv “ Key
  
- ◆ You will be reconnected to
- ◆ the original caller

# 3 Party Conference

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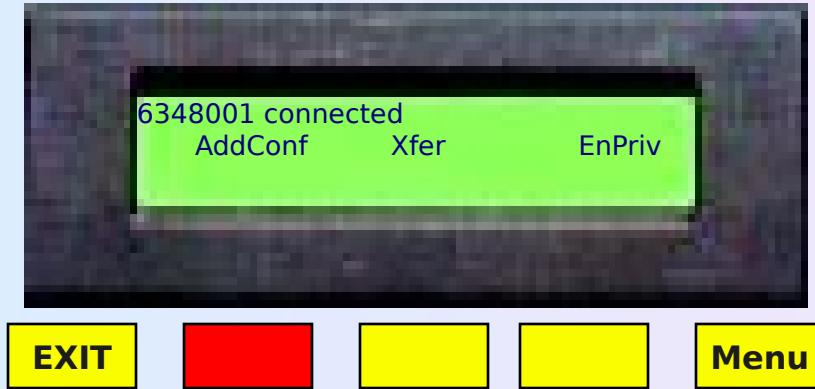
- ◆ **Conferencing can be initiated on:**
  - One Incoming and One Outgoing Call
  - Two Incoming Calls
  - Two Outgoing Calls
- ◆ **Requires**
  - At least one available line key
- ◆ **Option once conferenced**
  - Drop Last Party and is available on:
    - Function Key or
    - A Feature Key

# 3 Party Conference



- ◆ **While on the first call**
  - Press “Conference” feature key or scroll right
  - and press the “Conf” Function Key
  - The Censet will put the active call on hold automatically
- ◆ **Dial second party**

# 3 Party Conference



- ◆ **To complete the conference:**
- ◆ **Press the “Conference” feature key again or**
  - **Scroll right and press the “ AddConf ” Key**

# Backing Out of Conference

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- ◆ **Backing out of a conference is the same procedure as backing out of transfer**
- ◆ **Press the “End” Key and the “Retrv” Key**
- ◆ **You will be reconnected to the original caller**

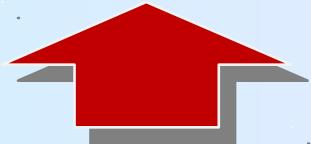
# Call Forwarding

- ◆ **Forwards calls to another telephone**
- ◆ **Call Forwarding is phone number specific**
  - Call Forwarding is assigned to **your** primary number
- ◆ **Call forwarding is assigned to a feature button**
- ◆ **The same feature button key will deactivate the Call forwarding feature**
- ◆ **Call Forwarding All ways (ACT-131) (DACT-132)**
  - The LED on the Censem will be on
- ◆ **Call Forwarding Do Not Answer (ACT-135) (DACT-136)**
  - The LED on the Censem will not be visible
- ◆ **Call Forwarding Busy Line ( ACT-138 ) ( DACT-139 )**
  - The LED on the Censem will not be visible

# Activate Call Forwarding

6348001 Allways Forward on  
T-book

End



- ◆ **Depress your primary line key - you will hear dial tone**
- ◆ **Press the Call Forward Key you will hear confirmation tone**
- ◆ **Dial the number where this line will be forwarded**
- ◆ **Announce the forwarding when the call is answered**
- ◆ **The Call Forward LED will be on**

# Deactivating Call Forwarding

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- ◆ **Depress the Call FWD feature Key button**
- ◆ **A “Forwarding Off” message will be displayed momentarily**
- ◆ **The LED will be turned off**

# Call Pick-Up

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- ◆ **Call Pick-Up is initiated using a feature access code**
- ◆ **To activate when another line is ringing**
  - Lift receiver
  - Dial 10
- ◆ **Call Pick-Up can only be used with a number that is assigned to your Call Pick-Up Group**

# Automatic Callback

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- Allows the user to have the system return a call placed to a busy line
- When a line is busy
  - Hang-up
  - Go off hook (use the same DN)
  - Dial the access code 161
  - Wait for the instructions
- The system will monitor the line for 30 minutes. When available you will receive a special ringing.

# Malicious Call Trace - Button

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- Traces the properties of an incoming inappropriate or harassing call
- Hang-Up then pick-up the same line number depress the Malicious (Trace-ID) button or dial 12, follow the instructions
- A copy of the trace is received at the Digital Central Office system

# Intercom Calling

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- ◆ Allows the user to call selected stations sharing a specific Intercom group
- ◆ NOT ALL USERS HAVE AN INTERCOM
- ◆ The Intercom **can not** be used for:
  - Conferencing
  - Call transfers
  - Dialing outside destinations
- ◆ The Intercom **can be conditioned** as:
  - A direct station select function or
  - Dialing a selected Intercom user
- ◆ The Intercom is only assigned to a feature button

# Intercom Calling

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- ◆ **How to use the Intercom feature**
  - Direct station select
    - Depress the Intercom feature button
  - Dialing a selected Intercom user
    - Depress the Intercom Feature button and dial the Intercom station number

# Incoming Precedence Calls

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**An Incoming Precedence Call will:**

- Block all other calls in the list
- Block a pending
- Block the incoming call in the block list
- Block call 1      Block 1
- Block call 2      Block 2
- Block call 3      Block 3
- Block call 4      Block 4

# Outgoing Precedence Calls

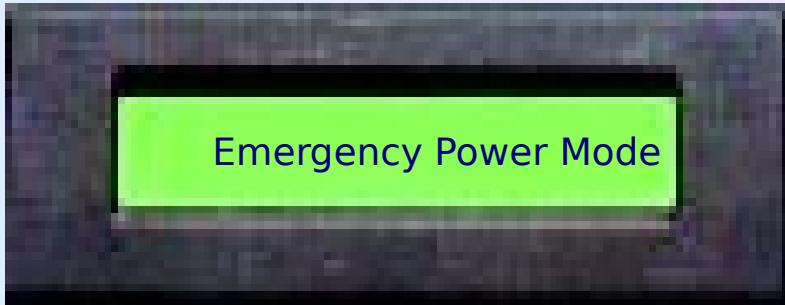
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- ◆ **Scroll right to see MLPP**
- ◆ **Press the “MLPP” Function Key and dial the complete Phone #**

**The call will have the authorized Precedence**

# Emergency Power Mode

- ◆ Local power failure you will see



- ◆ The Censem will only have reduced functions:
- ◆ Handset only - no speaker operations
- ◆ Loss of volume control
- ◆ The Censem will remain in this mode until normal power has been restored

# Character assignment on the Dial Pad

◆ 1	“Space”	, . “ ‘ : ;
◆ 2	A B C	a b c
◆ 3	D E F	d e f
◆ 4	G H I	g h i
◆ 5	J K L	j k l
◆ 6	M N O	m n o
◆ 7	P Q R S	p q r s
◆ 8	T U V	t u v
◆ 9	W X Y Z	w x y z
◆ 0	? ! - @ \$	
◆ *	* + - / = ^ % &	
◆ #	( ) [ ] < > { }	